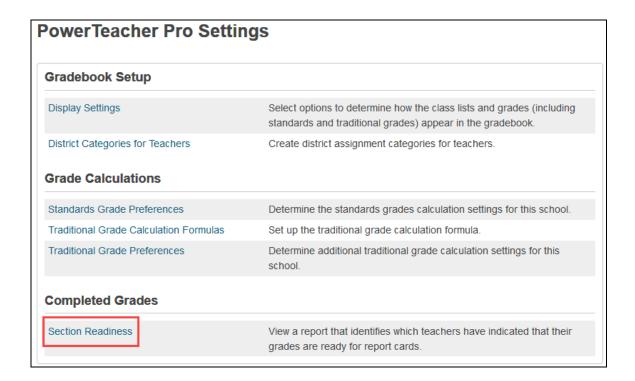
Section Readiness Report

The Section Readiness Report

This report allows school administrators to see which teachers are ready to have their grades stored in PowerSchool from PTPro (PowerTeacher Pro).

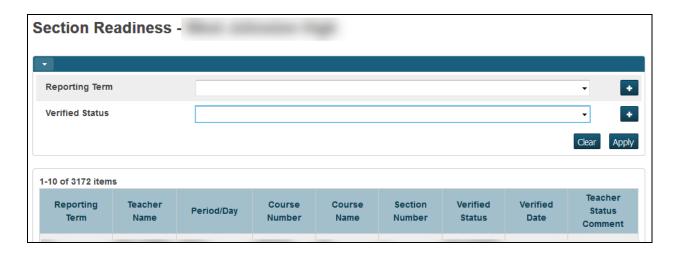
Navigation: School Level – Start Page > Under Setup - School > Under Grading – PowerTeacher Pro Settings > Under Completed Grades – Section Readiness

Important: If the user cannot see the panel 'PowerTeacher Pro Settings', please see your LEA or SIS Coordinator to look at security settings.



1. The Section Readiness page appears — with a list of teachers, their courses, and final grade verification status.

Section Readiness Report



- 2. To limit the entries that appear enter filter criteria
 - a. Click plus sign (+) to add filter options
 - i. Choose the Reporting Term as desired
 - ii. Choose the type of Status you wish to have displayed leaving it blank with display <u>both</u> complete and not complete
- 3. To remove a filter, click the minus (-) sign next to the filter



- 4. To sort the report results, click any column heading (once for ascending, twice for descending).
- 5. To print the list, you will have to copy and paste the table into another application (i.e. Excel)

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